

MONITORING TOOL: PART II
Service Provider Client Record Review
HCCBG Funding

[illegible]

July 2011

- A Yes signifies that clients served were age 60 and older
No signifies that age exceptions were made
10A NCAC 06E .0303

Record documentation observed:

- B Yes signifies that clients served had no one able and willing to perform the services requested
No signifies that no documentation was available
10A NCAC 06E .0303

Record documentation observed:

- C Yes signifies that clients served lived within the county funding housing and home improvement
No signifies that clients lived outside the county
10A NCAC 06E .0303

Record documentation observed:

- D Yes signifies applications for services were signed and dated by the applicant on his or her own behalf or by an adult acting on behalf of a disabled adult as defined in § 108A-101(d).
No signifies applications were signed by other persons or were not available for review.
10A NCAC 06E .0303

Record documentation observed:

- E Yes signifies the substantiated need for housing and home improvement services
No signifies a need for services is not documented.
10A NCAC 06E .0303

Record documentation observed:

- F Yes signifies that more than one agency was responsible for funding services or clients were referred to other federal, state and local agencies
No signifies incomplete documentation
10A NCAC 06E .0401

Record documentation observed:

- G Yes indicates applicant lived on rental property and appropriate documentation was in file
No indicates appropriate documentation was not found.
N/A indicates client owned the property.
10A NCAC 06E .0402

Record documentation observed:

- H Yes signifies clients served had appropriate documentation for labor, materials and actual administrative costs.
No signifies records failed to show appropriate documentation.
10A NCAC 06E .0401

Record documentation observed:

I Yes signifies individual client reimbursement costs entered into ARMS did not exceed \$1,500 per program year.
No signifies incomplete documentation or costs exceeded \$1,500.
10A NCAC 06E .0401

Record documentation observed:

J List specific service(s) provided to client.

K Yes signifies clients were given opportunities to contribute to the cost of services prior to and following receipt of services.
No signifies there was no documentation to this effect.
10A NCAC 06E .0401

Record documentation observed:

To be in compliance, all blocks (except J where actual service provided should be listed) should be answered yes; n/a is also acceptable in block G.)